

**QTP 4Y0X1-6**  
**September 2001**

# **DENTAL ASSISTANT SPECIALTY**

## **Volume 6. Dental Data System**



**381st Training Squadron**  
**917 Missile Road**  
**Sheppard AFB TX 76311-2246**

**Qualification Training**

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**Supervisory Training**

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**Office of Primary** HQ/USAF SGWD

**Responsibility:** Certified By: CMSgt James R. Gwyn

Pages: 17

Volume 6, *Dental Data System*, Qualification Training Package (QTP) contains modules on processing, and maintaining automated dental treatment data, producing and maintaining dental reports, and interpreting automated treatment data. This QTP is designed to enhance 5-, and 7-skill level OJT of dental assistant personnel. The 4Y0X1 Career Development Course may be used to compliment the training references listed in each module. All eight QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities--as a supervisor/trainer--for conducting on-the-job training (OJT) per AFI 36-2201, *Developing, Managing, and Conducting Training*.

QTPs are designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *Basic Skills*; 2) *Clinical Skills - Radiology*; 3) *Clinical Skills - Chairside Assisting*; 4) *Clinical Skills - Preventive Dentistry*, 5) *Patient Administration*, 6) *Dental Data System*, 7) *Logistics Management*, and 8) *Clinic Management*. The QTP modules were written to assist you in preparing for and conducting training. You *must* use the QTP modules for training when either: 1) the STS task is a core task (minimum qualification for the specialty); or 2) you have identified the STS task as a requirement of the trainee's job. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance, while meeting local requirements for speed and accuracy. QTPs also aid OJT task certifiers in evaluating the trainees demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" that support and standardize those tasks.

Accompanying each volume of QTPs is a *qualification training progress record*. This QTP record serves as a document to record the date the trainee completes each module. Every person in qualification/upgrade training *must* have this QTP progress record filed in their OJT folder. Use and annotation of this progress record are similar to current OJT documentation. When *you* are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, *you* must document and initial each task completion date in column 2B of the Specialty Training Standard (STS) and the "date completed" column in the QTP progress record. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

Typically, you will manage each module by training the tasks and then evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e. steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

When beginning any training process, first review the procedures in each module with the trainee. Second, direct the trainee to review the training references listed to prepare for task performance. Third, go through the steps in task performance with the trainee, allowing enough time to adequately train each step (some modules may take longer to teach). Fourth, evaluate the trainee's work at each critical step--using the performance checklist at this point will be helpful. Fifth, evaluate the trainee's performance and provide feedback on any areas for improvement. Finally, when the trainee has successfully completed the task, document and initial both the STS and the QTP progress record. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381 TRS, Sheppard AFB TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume. You may choose to call in your recommendations to DSN 736-6960 or FAX DSN/Commercial 736-6928 or (817) 676-6928 or email the author at [michelle.keehnen@sheppard.af.mil](mailto:michelle.keehnen@sheppard.af.mil).

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**Module 1    Processing and Maintaining Automated Dental Treatment Data.1**

**Module 2    Producing and Maintaining Dental Reports .....4**

**Module 3    Interpreting Automated Treatment Data .....6**

**Qualification Training Progress Record .....*Appendix A***

**Corrections/Improvements ..... *Appendix B***





## **MODULE 6-1      PROCESSING AND MAINTAINING AUTOMATED DENTAL TREATMENT DATA**

### **STS TASK REFERENCE:**

4j(1)      Process and maintain automated dental treatment data

### **TRAINING REFERENCES:**

AFCSM 47-226 Vol 1/2, *Dental Data System (DDS): I017/DD Software Center Operator Manual*

Website: <https://www.afms.mil/afdent/topics/adacodes.htm>

### **EVALUATION INSTRUCTIONS:**

After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist. Instruct the trainee to incorrectly input the last two AF Forms 644 and DD Forms 2322. This is necessary to test their ability to make clinic and lab productivity adjustments.

### **PERFORMANCE RESOURCES:**

Dental Data System (DDS)

Daily Transaction Listing (DTL)

10 completed AF Forms 644s, Record of Dental Attendance

10 completed DD Forms 2322s, Dental Laboratory Work Authorization

**STEPS IN TASK PERFORMANCE:**

1. Collect AF Forms 644 and DD Forms 2322 for input
2. Log onto DDS using valid password
3. Select Clinical Productivity program from MASTER MENU
4. Enter data taken from each AF Form 644
5. Select Lab/ADL Productivity program from MASTER MENU
6. Enter data taken from each DD Form 2322
7. Request DTL
8. Ensure data integrity; check each AF 644 and DD 2322 against the corresponding entry line on the DTL
9. Identify incorrect/faulty entries
10. Annotate the correct information on the DTL
11. Select Clinical Productivity program from MASTER MENU, then choose ADJUST CLINIC TRANSACTIONS option
12. Perform adjustment procedure for inaccurate transactions
13. Select Lab/ADL Productivity program from MASTER MENU, then choose ADJUST LAB/ADL TRANSACTIONS options
14. Perform adjustment procedure for inaccurate transactions
15. Log off of the Dental Data System
16. File DTL, AF Forms 644, and DD Forms 2322
17. Maintain these documents on file for 90 days





## **MODULE 6-1      PROCESSING AND MAINTAINING AUTOMATED DENTAL TREATMENT DATA**

### **PERFORMANCE CHECKLIST**

#### **INSTRUCTIONS:**

The trainee must be able to satisfactorily perform all tasks without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Log on to the Dental Data System		
2. Select the appropriate program and input data from each AF Form 644		
3. Select the appropriate program and input data from each DD Form 2322		
4. Request DTL		
5. Check each AF 644 and DD 2322 against the DTL		
6. Annotate corrected information on the DTL		
7. Perform adjustment procedures for inaccurate transactions		
8. Log off the Dental Data System		
9. File DTL, AF Forms 644, and DD Forms 2322		

#### **FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 6-2     PRODUCING AND MAINTAINING DENTAL REPORTS****STS TASK REFERENCE:**

4j(1)        Process and maintain dental automated treatment data

**TRAINING REFERENCES:**

AFCSM 47-226 Vol 1/2, *Dental Data System (DDS): I017/DD Software Center Operator Manual*

AFI 47-101, *Managing Air Force Dental Services Dental Management Guide*

**EVALUATION INSTRUCTIONS:**

The trainee must be able to produce and maintain dental reports. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

**PERFORMANCE RESOURCE:**

Dental Data System

**STEPS IN TASK PERFORMANCE:**

1. Produce a Span-of-Time report for the current month; ask the Chief of Dental Services to review it prior to creating the Dental Service Report (DSR)
2. Produce a Provider Report
3. Produce detailed Provider Report for the past quarter
4. Produce a DSR for the current month
  - a. Edit staffing information
  - b. Input supply costs per DWV/DLWV, and number of work days for the month
  - c. Enter facility change data as needed
  - d. Update remarks section in the Dental Service Management Report (Staffing) each month
5. Transmit Dental Service Report to MAJCOM/SGWD
6. Reprint report selected by trainer
7. File reports



## MODULE 6-2 PRODUCING AND MAINTAINING DENTAL REPORTS

### PERFORMANCE CHECKLIST

#### INSTRUCTIONS:

The trainee must be able satisfactorily perform all tasks without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Produce a Span-of-Time Dental Report		
2. Produce Provider Report		
3. Produce detailed Provider Report for the past quarter		
4. Produce Dental Service Report		
a. Edit staffing information		
b. Input supply costs per DWV/DLWV, and number of work days for the month		
c. Enter facility change data as needed		
d. Update remarks section on the Dental Service Management Report (Staffing)		
5. Transmit Dental Service Report to MAJCOM/SGWD		
6. Reprint report selected by trainer		
7. File reports		

#### FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 6-3 INTERPRETING AUTOMATED TREATMENT DATA****STS TASK REFERENCE:**

4j(2) Interpret automated treatment data

**TRAINING REFERENCES:**

AFCSM 47-226 Vol 1/2, *Dental Data System (DDS): I017/DD Software Center Operator Manual*

AFI 47-101, *Managing Air Force Dental Services*

**EVALUATION INSTRUCTIONS:**

After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist

**PERFORMANCE RESOURCES:**

Dental Service Report

Dental Service Management Report (Staffing)

Facility Report

**STEPS IN TASK PERFORMANCE:**

1. Identify the current DSR
  - a. Locate and state the total number of patients treated
  - b. Calculate the percentage of active duty patients treated
  - c. Locate and state the percentage of broken appointments
  - d. Locate and state the total number of DWVs
  - e. Locate and state the total number of DWLVs
  - f. Locate and state the supply cost per DWV and DWLV
  - g. Locate and state the number of active duty flying personnel in each dental readiness class
  - h. Locate and state the number of active duty mobility personnel in each dental readiness class
2. Identify the Dental Service Management Report (Staffing)
  - a. Locate and state key personnel assigned
  - b. Locate and state numbers of dental officers, 4Y0X1s, 4Y0X2s, and other assigned personnel
  - c. Locate and state the total number of active Red Cross volunteers
3. Identify the Facility Report
  - a. Locate and state address of the dental treatment facility, and type of Medical Treatment Facility
  - b. Locate and state year the building was constructed



## MODULE 6-3 INTERPRETING AUTOMATED TREATMENT DATA

### PERFORMANCE CHECKLIST

#### INSTRUCTIONS:

Ensure proper safety precautions are followed. The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
<b>1. Using the current DSR</b>		
a. Identify the total number of patients treated		
b. Calculate the percentage of active duty patients treated		
c. Identify the percentage of broken appointments		
d. Identify total of DWVs, DLWVs, and supply cost per DWV, DLWV		
e. Identify active duty flying and mobility personnel in each dental class		
<b>2. Using the Dental Service Management (Staffing)</b>		
a. Identify key personnel listed		
b. Identify by status the total number of personnel assigned		
c. Identify the total number of active duty population		
<b>3. Using the Facility Report</b>		
a. Locate and state address of dental treatment facility and type of Medical Treatment Facility		
b. Locate and state the year the building was constructed		

#### FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



**VOLUME 6** \_\_\_\_\_ *Appendix A*

**Dental Assistant Qualification Training Progress Record**

**Rank/Name** \_\_\_\_\_

**Qualification Upgrade Training to:**        **7-Skill Level**

<i>Volume 6. Dental Data System</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑦	1	1	Processing and Maintaining Automated Dental Treatment Data		
⑦	2	4	Producing and Maintaining Dental Reports		
⑦	3	6	Interpreting Automated Treatment Data		

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**VOLUME 6** \_\_\_\_\_ *Appendix B*

MEMORANDUM FOR 381 TRS/XWAA (CDC Manager)  
917 Missile Rd  
Sheppard AFB TX 76311-2246

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module.

Volume # \_\_\_\_\_

Module # and  
title \_\_\_\_\_

2. Identify improvement/correction section(s)

_____ STS Task Reference	_____ Performance Checklist
_____ Training Reference	_____ Feedback
_____ Evaluation Instructions	_____ Format
_____ Performance Resources	_____ Other
_____ Steps in Task Performance	

3. Recommended changes--use a continuation sheet if necessary.

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4. You may also call TSgt M. Keehnen DSN 736-6960 or FAX DSN/Commercial 736-6928 or (817) 676-6928.

5. Thank you for your time and interest.